

PARKS PROJECTS COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional construction related project management services for Capital Improvement Projects in the design, monitoring, and construction of parks, park renovations and related projects; and to act as project manager of assigned projects.

Supervision Received and Exercised:

Receives general supervision from the Community Services Director or from other management staff.

Exercises supervision over technical/ construction staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Manage project construction through communication with City staff, design and construction teams; coordinate project construction activities with other City departments, divisions and sections and with outside agencies including consultants, engineers, developers and contractors; review project progress and ensures project conforms to user requests; oversee progress and quality of construction; interprets design intent and facilitate solutions;
- Prepare and administer Capital Improvement Projects (CIP) budget and program for Community Services – Recreation Department to include: project recommendations, cost estimates, determine operational impacts, preparation of annual budget requests, monitor and control expenditures, recommend financial options and recommendations:
- Initiate master planning of parks facilities to include: project scoping, consultant selection and proposal review, neighborhood association coordination, public meeting participation, coordination with other City departments and Parks/Recreation staff, present to Parks Board and Council committee;
- Research and recommend new equipment and facilities; facility design; policies and procedures; improvements and modifications of operations/activities to resolve problems or improve conditions and operations;

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Park Projects Coordinator (continued)

- Coordinate Department CIP projects with Engineering staff; develop and review CIP project scope and budget with Engineering; participate in the selection of design consultants and review consultant contract;
- Review plans, specifications and cost estimates; recommend plan changes to meet project budget and/or alternate source funding;
- Design smaller park projects (i.e. playgrounds, ramadas, tennis courts, backstops, sidewalks, etc.);
- Participate in pre-construction meetings; review, approve and maintain project submittals; participate and represent Department at partnering, weekly, issue resolution and other project-related meetings;
- Specify lighting standards/levels, fixtures, controllers, service sections, enclosures, locations, etc. for security and sports lighting;
- Establish lighting design standards for Department facilities not currently covered under I.E.S. guidelines or City code (playgrounds, dog parks, skate/bike parks, etc.);
- Act as resource when Department ADA questions arise; review plans, specifications and construction for compliance with ADAAG requirements; annually review City's Neighborhood Grant applications for ADA compliance/issues;
- Review plans, designs and existing facilities for compliance with current safety practices and standards; inspect problems at parks and playgrounds and recommend solutions, changes, removal, replacement, etc.;
- Write and prepare grant applications for Department projects including coordination and required presentations to Arizona Outdoor Recreation Commission and Arizona State Parks Board; administer and manage grants after award; initiate post project grant administration;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Four years' experience in park and recreational facility design and planning, construction management; or parks and recreation administration; three years' lead or supervisory experience is preferred.

Education:

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Park Projects Coordinator (continued)

Equivalent to a Bachelor's degree from an accredited college or university with major course work in parks and recreation administration, public or business administration, landscape architecture, urban planning or degree related to the core functions of this position.

Licenses/Certifications:

None required

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 485

Status: Exempt / Classified